**INTRODUCTION**

Job Interview is the hardest part of the entire job search. You must make a good first impression, and prove that **YOU** are the best candidate for the job. The 20 – 30 minutes spent in an interview actually determines your future.

You will be competing with other applicants for the same job. It is likely that some of them may be more qualified than you. Therefore you need to be well prepared before attending any interview.

Employers seek to find out in the potential employee about his ability, attitude, education, experience, history of health, intelligence, interests, motivation and skills.

**LEARNING OBJECTIVES**

The objective of this unit is to :

1. interview with peer to explore the experience

**LEARNING OUTCOME**

1. know the types of interview

1. be familiar with the types of questions posed.



8.1 TYPES OF INTERVIEW

Basically there are two types of interview. They are:

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| **SCREENING INTERVIEW** | **SELECTION INTERVIEW** |
| * + The screening interview is usually brief.   + It is to ascertain if you have the skills, goals and personality to cope with the job.   + The goal is to screen out as many job applicants as possible so that the very potential few will remain.   + It can be done through **face-to-face** either one to one or in a group, on the **phone.** The screening could also be done **electronically** to test the technical ability of the candidate. | * To provide the future employer with job-related information upon which a selection can be made. * To be held on a one-to-one basis or in a group meeting between the selecting official and the candidate/s. * To select the final required number of recruits amongst the screened candidates who may have gone through subsequent screening interviews. |

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| **TASK 1**  Discuss with your partner.   * + 1. What are the differences between screening and selection interview?     2. Which one that you prefer? Why? |

8.2 **POSSIBLE INTERVIEW QUESTIONS**

**WARM-UP QUESTIONS**[](http://www.google.com.my/imgres?q=job+interview+cartoon&hl=en&biw=1276&bih=583&gbv=2&tbs=isch:1&tbnid=ZoCv-FQMpKs43M:&imgrefurl=http://patriotadvertising.blogspot.com/2009/01/hr-funny-ikea-job-interview-cartoon.html&imgurl=http://3.bp.blogspot.com/_MKOcB9T4RMs/SYDES9ANYSI/AAAAAAAAAi8/072Q25QZszw/s400/ikea_job_interview.jpg&zoom=1&w=400&h=277&iact=hc&vpx=836&vpy=79&dur=1480&hovh=187&hovw=270&tx=129&ty=114&ei=z34RTeOuOMLCcYi19cYK&oei=MXoRTaLQEoWnrAfT1vG7Cw&esq=4&page=1&tbnh=135&tbnw=167&start=0&ndsp=18&ved=1t:429,r:4,s:0)

* **What made you apply for this position?**
* **How did you hear about this job opening?**
* **Briefly, would you summarize your work history & education for me?**
* **Could you tell me more about yourself?**

**WORK HISTORY**

* **What special aspects of your work experience have prepared you for this job?**
* **Can you describe for me one or two of your most important accomplishments?**
* **How much supervision have you typically received in your previous job?**
* **Describe for me one or two of the biggest disappointments in your work history?**
* **Why are you leaving your present job? OR Why did you leave your last job?**
* **What is important to you in a company? What things do you look for in an organization?**

**JOB PERFORMANCE**

* **Everyone has strengths and weaknesses as workers. What are your strong points for this job?**
* **What would you say do areas need improvement?**
* **What kind of people do you find it most difficult to work with? Why?**
* **Starting with your last job, tell me about any of your achievements that were recognized by your superiors.**
* **Can you give me an example of your ability to manage or supervise others?**
* **What are some things you would like to avoid in a job? Why?**
* **In your previous job what kind of pressures did you encounter?**
* **What would you say is the most important thing you are looking for in a job?**
* **What are some of the problems you encounter in doing your job? Which one frustrates you the most? What do you usually do about it?**

**EDUCATION**

* **What special aspects of your education or training have prepared you for this job?**
* **What courses in school have been of most help in doing your job?**

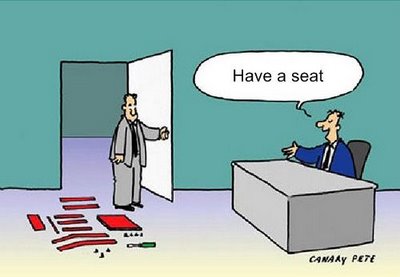
**CAREER GOALS**

* **What is your long-term employment or career objective?**
* **What kind of job do you see yourself holding five years from now?**
* **What do you feel you need to develop in terms of skill & knowledge in order to be ready for that opportunity?**
* **How does this job fit in with your overall career goals?**
* **Who or what in your life would you say influenced you most with your career objectives?**
* **Can you pinpoint any specific things in your past experience that affected your present career objectives?**
* **What would you most like to accomplish if you had this job?**

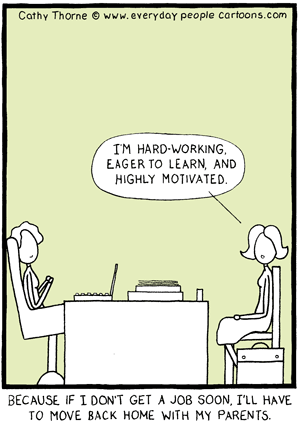
**SELF-ASSESSMENT**

* **What kind of things do you feel most confident in doing?**
* **Can you describe a difficult obstacle you have had to overcome? How did you handle it? How do you feel this experience affected your personality or ability?**
* **How would you describe yourself as a person?**
* **What do you consider to be your greatest achievements to date? Why?**
* **What things give you the greatest satisfaction at work?**
* **What things frustrate you the most? How do you usually cope with them?**

**CREATIVITY**

* **In your work experience, what have you done that you consider truly creative?**
* **Can you think of a problem you have encountered when the old solutions didn't work & when you came up with new solutions?**
* **Of your creative accomplishments big or small, at work or home, what gave you the most satisfaction?**
* **What kind of problems have people recently called on you to solve? Tell me what you have devised.**

**DECISIVENESS**

* **Do you consider yourself to be thoughtful, analytical or do you usually make up your mind fast? Give an example. (Watch time taken to respond)**
* **What was your most difficult decision in the last six months? What made it difficult?**
* **The last time you did not know what decision to make, what did you do?**
* **How do you go about making an important decision affecting your career?**
* **What was the last major problem that you were confronted with? What action did you take on it?**

**RANGE OF INTERESTS**

* **What organizations do you belong to?**
* **Tell me specifically what you do in the civic activities in which you participate. (Leading questions in selected areas. i.e. sports, economics, current events, finance.)**
* **How do you keep up with what's going on in your company / your industry/ your profession?**

**MOTIVATION**

* **What is your professional goal?**
* **Can you give me examples of experience on the job that you felt were satisfying?**
* **Do you have a long & short-term plan for your department? Is it realistic?**
* **Did you achieve it last year?**
* **Describe how you determine what constitutes top priorities in the performance of your job.**

**WORK STANDARD**

* **What are your standards of success in your job?**
* **In your position, how would you define doing a good job? On what basis was your definition determined?**
* **When judging the performance of your subordinate, what factors or characteristics are most important to you?**

**LEADERSHIP**

* **In your present job what approach do you take to get your people together to establish a common approach to a problem?**
* **What approach do you take in getting your people to accept your ideas or department goals?**
* **What specifically do you do to set an example for your employees?**
* **If you do not have much time & they hold seriously differing views, what would be your approach?**
* **How would you describe your basic leadership style? Give specific examples of how you practice this?**
* **Do you feel you work more effectively on a one to one basis or in a group situation?**
* **Have you ever led a task force or committee or any group who doesn't report to you, but from whom you have to get work? How did you do it? What were the satisfactions & disappointments? How would you handle the job differently?**

**FLEXIBILITY**

* **What is the most important idea or suggestion you received recently from your employees? What happened as a result?**
* **What do you think about the continuous changes in company operating policies and procedures?**
* **How effective has your company been in adapting its policies to fit a changing environment?**
* **What was the most significant change made in your company in the last six months which directly affected you, & how successfully do you think you implemented this change?**

**STRESS TOLERANCE**

* **Do you feel pressure in your job? Tell me about it.**
* **What has been the highest pressure situation you have been under in recent years? How did you cope with it?**

**STABILITY AND MATURITY**

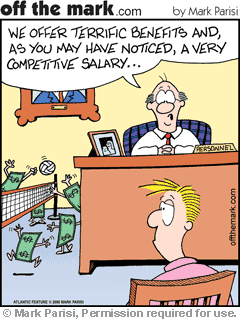
* **Describe your most significant success & failure in the last two years.**
* **What do you like to do best?**
* **What do you like to do least?**

**INTEREST IN SELF DEVELOPMENT**

* **What has been the most important person or event in your own self development?**
* **How much of your education did you earn?**
* **What kind of books & other publications do you read?**
* **Have you taken a management development course?**
* **How are you helping your subordinates develop themselves?**
* **To show your serious interests in the position and preparation for the interview;**
* **To further outline achievements and skills not covered so far in the interview.**
* **more ambitious company where I will be rewarded according to my performance.**

**OTHER QUESTIONS**

* **What kind of salary are you seeking?**
* **What do you know about this organization?**
* **What problems do you think you'll face in this job?**
* **What is your salary history?**

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| **TASK 2**  Ball game   * Group of six * Students will form a circle in the group. Then, a ball is given to person A. * A will choose his/her victim to be posed a question from the list of interview question. * The person will answer the question and throw the ball to another person and ask a question. * This game will be played until everyone has answered the questions. * The game can be repeated for another round, depending on the time. |

**SUMMARY**

In this chapter we have studied that:

1. Attending job Interview involves careful preparation .

**REFERENCES**

1.Rizvi,M.A.(2005) Effective technical communication. Delhi:Tata McGraw-Hill Publishing Company Ltd.

### TUTORIAL ACTIVITIES

**Activity 1**

Work in pair. One will be the interviewer and another will be the interviewee. They will ask and answer questions based on the questions below. Then, the role will be switched. Try to make up other possible questions and responses. Surf the internet to give you a more comprehensive input.

1. To know you, the interviewer may first pose some general questions:

* How do you describe yourself?
* Could you introduce yourself?
* Tell me about your greatest achievement and disappointment.

**2. To learn about your plans for the future and your motivation for applying for the job, the interviewer may ask these questions.**

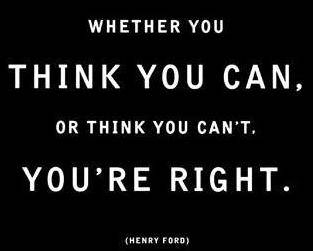
* Why do you want to work here?
* Why should we hire you?
* What would your contribution be to our organization?

**3. Eventually, money will become the issue.**

* What is the minimum salary you are expecting?
* What is your salary history?

**Activity 2**

Conduct a short mock interview of 10 minutes. One person is the interviewer; others are the interviewees. Arrange for some characters to display positive behaviour and others show negative behaviour during the interview session. Include other necessary details.



[](http://www.google.com.my/imgres?q=job+interview+cartoon&hl=en&biw=1276&bih=583&gbv=2&tbs=isch:1&tbnid=ZoCv-FQMpKs43M:&imgrefurl=http://patriotadvertising.blogspot.com/2009/01/hr-funny-ikea-job-interview-cartoon.html&imgurl=http://3.bp.blogspot.com/_MKOcB9T4RMs/SYDES9ANYSI/AAAAAAAAAi8/072Q25QZszw/s400/ikea_job_interview.jpg&zoom=1&w=400&h=277&iact=hc&vpx=836&vpy=79&dur=1480&hovh=187&hovw=270&tx=129&ty=114&ei=z34RTeOuOMLCcYi19cYK&oei=MXoRTaLQEoWnrAfT1vG7Cw&esq=4&page=1&tbnh=135&tbnw=167&start=0&ndsp=18&ved=1t:429,r:4,s:0)